United Nations ST/SGB/2011/9

Secretariat

18 October 2011

Secretary-General's bulletin

Continuing appointments

The Secretary-General, for the purpose of implementing section VI of General Assembly resolution 65/247 of 23 December 2010, as well as staff rule 4.14 on continuing appointments, promulgates the following:

Section 1
General provisions

1.1 A continuing appointment is an open-ended appointment granted through established procedures in accordance with the Staff Regulations and Rules of the United Nations as well as the provisions of the present bulletin.

1.2 Continuing appointments may be granted to eligible staff members on the basis of the continuing needs of the Organization and in accordance with the provisions of section VI of General Assembly resolution 65/247 of 23 December 2010.

1.3 In accordance with paragraph 23 of section II of General Assembly resolution 63/250 and staff rule 4.14 (b), staff members recruited upon successful completion of a competitive examination pursuant to staff rule 4.16 shall be granted a continuing appointment after two years under a fixed-term appointment, subject to satisfactory service. The other sections of the present bulletin do not apply to these staff members.

Section 2
Eligibility

2.1 In order to be eligible for consideration for the granting of a continuing appointment, staff members who have been selected for a position through a competitive process which includes a review by a Secretariat review body in accordance with staff rule 4.15, and are serving with the United Nations Secretariat under a fixed-term appointment, must satisfy the following criteria:

(a) They must have completed five years of continuous service under fixed-term appointment(s) under the Staff Regulations and Rules of the United Nations, notwithstanding the provisions of section 2.2 below;

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(b) They must have received a performance rating of at least "Meets expectations" or equivalent in the four most recent performance appraisal reports;[1]

(c) They must have at least seven years of service remaining before reaching the Organization's mandatory age of separation;

(d) They must not be locally recruited staff in the General Service or related categories (including National Professional Officers) serving in field missions, including peacekeeping missions and special political missions;

(e) They must not be international or locally recruited staff serving in the International Criminal Tribunal for Rwanda or the International Tribunal for the Former Yugoslavia;

(f) They must not have been subject to any disciplinary measure during the five years prior to their consideration for the granting of the continuing appointment.

2.2 With respect to the requirement of five years of continuous service referenced in section 2.1 (a) above:

(a) Time served under the former 100, 200 or 300 series of the Staff Rules[2] may be counted towards the qualifying service, provided that:

(i) The service has been continuous;

(ii) The staff member has been selected for a position through a competitive process which includes a review by a Secretariat review body in accordance with staff rule 4.15 at any time during the period of continuous service;

(iii) The staff member holds a fixed-term appointment;

(b) Periods of service under fixed-term appointments in another entity governed by the Staff Regulations and Rules of the United Nations prior to joining the United Nations Secretariat shall be counted towards the qualifying service provided the service has been continuous. Periods of service within entities of the United Nations common system which are not governed by the Staff Regulations and Rules of the United Nations shall not be counted towards the eligibility criteria of five years of continuous service under fixed-term appointments. However, such service will be recognized when allocating points in accordance with the mechanism outlined in sections 4.3 and 4.4 below and the annex to the present bulletin, provided the service has been continuous;

(c) Continuity of service shall not be considered broken by periods of special leave with or without pay. However, periods of special leave without pay of more than 30 calendar days will not be counted towards the five-year requirement. When the continuity of service has been broken, service accrued before the interruption shall be forfeited and the count will begin anew upon re-employment;

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[1] In the performance management system in place prior to 1 April 2010, "Meets expectations" is equivalent to "Fully successful performance". In the performance management system in place as at 1 April 2010, "Meets expectations" is equivalent to "Successfully meets performance expectations".

[2] The 100 and 200 series of the Staff Rules were abolished on 30 June 2009. The 300 series of the Staff Rules were abolished on 31 December 2010.

(d) Continuity of service shall be considered broken when the staff member has been separated and paid on account of termination indemnity, repatriation grant or commutation of accrued annual leave;

(e) Periods of service in part-time employment shall be counted on a prorated basis;

(f) Periods of service of Associate Experts (Junior Professional Officers) shall not be counted towards the qualifying period of service for the continuing appointment.

2.3 In order to be eligible for consideration for the granting of a continuing appointment, staff members must satisfy the eligibility criteria listed under section 2.1 above on the start date of the review as published by the Organization. At the time of granting of the continuing appointment, top-ranked candidates pursuant to section 4.5 shall continue to meet the criteria listed under 2.1 (b), (e) and (f).

Section 3
Post envelopes and availability of continuing appointments

3.1 The number of continuing appointments granted each year, if any, shall depend on the level of the relevant post envelope as defined in section 3.2 below.

3.2 The continuing needs of the Organization shall be determined on the basis of established and temporary posts that have existed for over five years, regardless of their source of funding or location, as well as general temporary assistance positions in special political missions. The post envelopes shall be defined as 75 per cent of the global total number of these positions. There shall be two post envelopes:

(a) One global envelope for the Professional and higher categories and Field Service category;

(b) One global envelope for the General Service and related categories, including but not limited to National Professional Officers, Trades and Crafts and Security Service categories.

3.3 The following posts are not included in the determination of continuing needs:

(a) Posts of staff members in the General Service and related categories in field missions, including peacekeeping missions and special political missions;

(b) Positions funded from general temporary assistance, with the exception of those in special political missions as mentioned in section 3.2 above;

(c) Posts at the International Criminal Tribunal for Rwanda and the International Tribunal for the Former Yugoslavia;

(d) Posts at the Under-Secretary-General and Assistant Secretary-General levels.

3.4 The level of the post envelopes shall be reviewed regularly by the General Assembly. It shall be expanded or contracted on the basis of the activities of the Organization.

3.5 The cumulative number of staff members holding either a permanent or continuing appointment shall not exceed the established level of the relevant post envelopes.

3.6 When the cumulative number of staff members with a permanent or continuing appointment is equal to or greater than the established level of the relevant post envelope in any year, the Secretary-General shall not grant any continuing appointments within that post envelope.

Section 4
Granting of appointments

4.1 Staff members who are eligible for consideration for the granting of a continuing appointment under section 2 shall be allocated points according to the mechanism outlined in sections 4.3 and 4.4 below and the annex to the present bulletin.

4.2 These staff members shall be ranked, according to the number of points accumulated, on an annual competitive basis. Staff members who are awarded the same number of points shall be ranked on the basis of length of continuous service.

4.3 Pursuant to section 2 above, in the consideration for the granting of a continuing appointment, internationally recruited staff members in the Professional and higher categories as well as in the Field Service category shall be allocated points based on the following criteria:

(a) Performance rating of "Exceeds expectations"[3] or its equivalent in any of the four most recent performance appraisal reports individually covering a one-year period;

(b) Continuous service for at least one year in a duty station with a hardship classification of A, B, C, D or E;

(c) Continuous service in non-family duty stations for at least one year;

(d) Geographic mobility;

(e) Functional mobility, defined as the movement between job families.[4] For the purpose of the point system, points shall be allocated per movement to a different job family, provided service in the new job family has been continuous for one year or more;

(f) Proficiency in one official language of the United Nations other than one's mother tongue;

(g) Each additional year of continuous service beyond five years.

4.4 Staff members in the General Service and related categories who are eligible to be considered for the granting of a continuing appointment shall be allocated points based on the criteria listed in subparagraphs 4.3 (a), (e), (f) and (g) above.

4.5 Continuing appointments shall be granted to the top-ranking candidates subject to the availability of appointments within the relevant post envelope.

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[3] In the performance management system in place prior to April 2010, this is equivalent to performance ratings of "Frequently exceeds performance expectations" or "Consistently exceeds performance expectations".

[4] Job families are defined as occupations and sub-occupations grouped into categories of work on the basis of similarity of functions.

Section 5
Procedures

5.1 The Assistant Secretary-General for Human Resources Management shall calculate the global level of the post envelopes to determine the continuing needs of the Organization pursuant to section 3 above. The Assistant Secretary-General for Human Resources will annually communicate to staff members the number of continuing appointments available in any given year.

5.2 Departments/offices shall annually assess all eligible staff members to ascertain whether the criteria specified in section 2 above are met and to award points based on sections 4.3 and 4.4 as well as the annex to the present bulletin.

5.3 Departments/offices shall transmit in a timely manner to the Assistant Secretary-General for Human Resources Management lists of all eligible staff members and the points awarded. The Assistant Secretary-General for Human Resources Management will rank these staff members within one of the two envelopes defined in section 3.2.

5.4 Notwithstanding section 4.5, staff members shall be granted a continuing appointment based on their ranking as determined by the number of points awarded.

5.5 Staff members who were considered but not granted a continuing appointment in a specific year owing to the level of the relevant post envelope may be considered for a continuing appointment in future years if they continue to meet the eligibility criteria.

5.6 If a continuing appointment is granted, it shall be effective on the date the decision of granting such appointment to the staff member is made.

Section 6
Termination

6.1 The Secretary-General may terminate the appointment of a staff member who holds a continuing appointment in accordance with the terms of his or her appointment or for any of the reasons listed in staff regulation 9.3, including without the consent of the staff member if, in the opinion of the Secretary-General, such action would be in the interest of the good administration of the Organization, to be interpreted principally as a change or termination of a mandate, and in accordance with the standards of the Charter.

Section 7
Final provisions

7.1 The present bulletin shall enter into force on the date of its issuance.

(*Signed*) **BAN** Ki-moon
Secretary-General

Annex

Allocation of points[a]

Criteria	*Points*
1. Performance rating for the past four performance reports	
• Exceeds expectations (or equivalent)	• 7 points for each report (for at least a one-year period)
• Frequently exceeds expectations (or equivalent)	• 5 points for each report (for at least a one-year period)
2. Service of at least one year (continuous) in hardship duty station:	
• Categories A and B	• 1 point per tour of duty[b]
• Category C	• 3 points per tour of duty
• Category D	• 5 points per tour of duty
• Category E	• 7 points per tour of duty
3. Service of at least one year (continuous) in a non-family duty station	2 points per tour of duty
4. Geographic mobility[c] for at least one year (continuous)	3 points per tour of duty
5. Functional mobility[d] for at least one year (continuous)	2 points per tour of duty
6. Proficiency in one official language of the United Nations other than one's mother tongue	2 points
7. Each additional year of service beyond five years	1 point for each year

[a] Based on the annex to General Assembly resolution 65/247.

[b] "Tour of duty" is defined as an assignment; "assignment" is defined as the initial appointment to a duty station or the reassignment to a new duty station of one year or more, where the staff member's official travel to the duty station has been paid and assignment grant paid.

[c] "Geographic mobility" is defined as a movement between two duty stations in different countries, with continuous periods of service of at least one year in each duty station.

[d] "Functional mobility" is defined as continuous service of at least one year in each different position in different job families.

United Nations ST/SGB/2011/10

Secretariat

19 October 2011

Secretary-General's bulletin

Young professionals programme

The Secretary-General, for the purpose of implementing the young professionals programme, and pursuant to General Assembly resolution 65/247 of 24 December 2010 on human resources management, promulgates the following:

Section 1
Objectives and scope

1.1 In accordance with Article 101, paragraph 3, of the Charter of the United Nations, and in order to ensure that the highest standards of efficiency, competence and integrity serve as the paramount consideration in the employment of staff, with due regard to the principle of equitable geographical distribution, the young professionals programme is designed to recruit junior professionals at the P-1 and P-2 levels through competitive examinations and to provide them with professional development support.

1.2 The young professionals programme builds upon and replaces the national competitive recruitment examination, and incorporates the competitive examination for recruitment to the Professional category of staff members from other categories.

1.3 The young professionals programme shall include all positions in the Professional category at the P-1 and P-2 levels established through the regular budget, excluding language posts, and up to 15 per cent of entry-level positions in field operations[1] financed through the regular budget and voluntary contributions.

Section 2
Eligibility

2.1 The examination is open to individuals who meet the requirements set out in the relevant administrative instructions.

[1] For the purposes of this administrative issuance, "field operations" are defined as special political missions and field offices of a Secretariat entity (Office for the Coordination of Humanitarian Affairs, Office of the United Nations High Commissioner for Human Rights, Office of Internal Oversight Services, Department of Economic and Social Affairs, United Nations Human Settlements Programme, United Nations Environment Programme and United Nations Office on Drugs and Crime).

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2.2 Subject to any further decision by the General Assembly, as a transitional measure for examinations conducted in 2011 and 2012, a staff member serving in the General Service and related categories may take the young professionals programme examination as an external candidate, provided that he or she meets all of the criteria set out in the relevant administrative issuances.

Section 3
Selection process

3.1 The selection process consists of a threefold process set out in the relevant administrative issuances. Candidates will initially be screened to ensure that they fully meet the minimum requirements for the young professionals programme.

3.2 The second part of the selection process will be carried out in the form of a competitive examination consisting of two components. The written examination will consist of a general part and a specialized part assessing the candidates' proficiency in the relevant subject matter. Lastly, candidates who have passed the written component will undergo an oral examination.

3.3 All written and oral examinations shall follow a similar format in all job families, which shall be applied to the examinations to be held for the recruitment of candidates as part of the young professionals programme.

3.4 Examinations shall be offered in job families that are expected to have a large number of vacancies at the P-1 and P-2 levels in the upcoming years.

3.5 The Central Examinations Board and the Central Recruitment Examination Board shall be amalgamated and henceforth referred to as the Central Examinations Board. The amalgamation of these boards shall ensure the harmonization of the performance standards at all stages of the examination process. The Central Examinations Board shall be responsible for overseeing the procedures and arrangements for the young professionals programme examination.

3.6 The examination shall be conducted by Specialized Boards of Examiners established for each job family and functioning under the overall responsibility of the Central Examinations Board. The Specialized Board of Examiners of a particular job family reserves the right to modify the format of the specialized part of the written and the oral examinations in order to test knowledge, skills and attributes relevant to that job family.

Section 4
Professional development support

4.1 Successful candidates, upon placement, shall be supported by a series of structured programmes aimed at developing and fostering adaptable and diverse international civil servants ready to respond to the evolving mandates of the Organization.

4.2 Prior to assuming their functions, successful candidates shall complete a two-week orientation and training programme.

4.3 Upon assuming their functions, respective managers will ensure that candidates have defined workplans, performance objectives and training and learning plans. Candidates will be expected to serve on two different assignments

and will be subject to a structured performance assessment and learning and development programmes.

4.4 The participants shall join a global network of peer professionals for future support and knowledge sharing in their respective areas. Each participant shall be assigned a mentor, who will provide further guidance to ensure successful and accelerated integration into the Organization.

Section 5
Implementation

5.1 Heads of departments and offices shall be held accountable for ensuring that all positions earmarked in accordance with section 1.3 above are filled through the young professionals programme, with the understanding that all other such positions, as well as positions at the P-1 and P-2 levels financed through peacekeeping budgets, shall be advertised.

5.2 Departments and offices shall participate in the young professionals programme by identifying and releasing suitable staff to serve as members of the Specialized Boards of Examiners on a full-time basis for specified periods to participate in the examination process.

5.3 The Office of Human Resources Management shall be responsible for managing the young professionals programme as well as collaborating with departments and offices to ensure their compliance with the requirements for recruitment at the P-1 and P-2 levels.

Section 6
Final provisions

6.1 The present bulletin shall enter into force on the date of its issuance.

6.2 Secretary-General's bulletin ST/SGB/210 of 22 January 1985, entitled "National competitive examinations", is hereby abolished.

(*Signed*) **BAN** Ki-moon
Secretary-General